



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

233-17
OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date 11/31/74		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed FEB - 1 1974 74-43 FEB 12 1974	
2. Agency Application No. GFD-3		3. AGENCY, Division, Subdivision & Administering Office Address Department of Natural Resources Game & Fish - Law Enforcement 270 Washington Street S.W. Atlanta, Georgia 30334		4. Person to Contact Idabell Donaldson	
				5. Working Title Admin. Assistant	
				6. Tel. No. 656-3691	
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Earliest & Latest Dates of Series 1968 to Date		9. Exact Series Title REGULATION RECEIPT FILE			
10. What is the function of the office in which this record series is created? The Game and Fish Division is responsible for the identification, protection, and conservation of the fish and wildlife resources of the State, and for providing fishing, hunting, and outdoor experience of the citizens through education, public information, and law enforcement; providing public access to and use of wildlife habitats and natural areas on both public and private lands; and preserving the environment of rare and endangered species.					
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement). Documents relating to: Confirmation that County Ordinaries have received and posted Departmental Game and Fish regulations in each appropriate County Court House. Included are: Regulation Receipt Forms (no form numbers) which show that the Ordinaries in the Counties of the State of Georgia received and posted regulations from the Department of Natural Resources. File is arranged alphabetically by County.					
ATTACH SAMPLES OF THE FILE					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers		2	3	1/2	
Legal-size File Drawers				Floor Space Occupied (Square Feet)	
				In Office(s) In Storage Area(s)	
				This Year's Last Year's Preceding Year's All Prior Years'	
				AVERAGE DAILY REFERENCES	
				2 1 0	

QUESTIONNAIRE

Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [x] ☐ []
14. Is there a duplication of this series in another office or agency?
copy filed with County Ordinary ☒ [x] ☐ []
15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. ☐ [] ☒ [x]
16. Does the series contain classified information requiring security handling? ☐ [] ☒ [x]
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [] ☒ [x]
18. Could the function be performed if the files were lost or destroyed? ☒ [x] ☐ []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [] ☒ [x]
20. Does the record series provide data as input to an EDP file? ☐ [] ☒ [x]
21. Does the record series contain documentation produced as EDP printout? ☐ [] ☒ [x]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ [] ☒ [x]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ [] ☒ [x]

24. REQUIREMENTS. The following requires the files to be kept 8 years:

- a. ☐ [] STATE LAW b. ☐ [] STATUTE OF LIMITATION c. ☐ [] AUDIT PERIOD d. ☐ [] FEDERAL LAW e. ☒ [x] ADMINISTRATIVE DECISION f. ☐ [] HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☒ [x] CALENDAR YEAR ☐ [] FISCAL YEAR ☐ [] OTHER _____, then:

- ☒ [x] Hold in the current files area _____ month(s)/ 2 year(s):
- ☒ [x] Transfer to ☒ [x] State Records Center ☐ [] Local Holding Area; hold 6 year(s):
- ☒ [x] Destroy.
- ☐ [] Transfer to State Archives for permanent retention.
- ☐ [] Destroy immediately after cut-off.
- ☐ [] Other: (Specify) _____

Posted regulation receipts are used by County District Attorney's in law enforcement cases involving Hunting and Fishing Violations, Also, U.S. Fish and Wildlife Service uses to assure that regulations are posted.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>John Dean</i>	<i>2/1/74</i>	<i>William M. Dixon</i>	<i>2/1/74</i>
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [] Disapproved	<i>William M. Dixon</i>	<i>2-11-74</i>
	State Auditor/Designee <input type="checkbox"/> [] Approved <input type="checkbox"/> [] Disapproved	<i>Carroll Hart</i>	<i>2/8/74</i>
	Secretary of State/Designee <input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [] Disapproved	<i>Robert Thell</i>	<i>2-11-74</i>
STATE RECORDS COMMITTEE	Attorney General/Designee <input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [] Disapproved		